



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street  
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO  
*Attorney General*

KEITH G. MUNRO  
*Assistant Attorney General*

GREGORY M. SMITH  
*Chief of Staff*

***Position Announcement***

**Bureau of Government Affairs/GNR Division**

**POSITION TITLE:** Senior Deputy Attorney General

**DUTY STATION:** Carson City, Nevada

**SALARY:** Employee/Employer Paid = \$94,043.52 - \$104,212.08  
Employer Paid = \$84,062.88 - \$93,167.00

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** This Senior Deputy Attorney General position will represent natural resource agencies, which may include the Nevada Department of Conservation and Natural Resources, the Division of Water Resources and the Nevada Department of Wildlife as well as other agencies within the Nevada Department of Conservation and Natural Resources. It is expected that this position may also be asked to retain present assignments as well as additional clients served by the Government and Natural Resources Division. This position will require some travel. This position is a supervisory position. The successful candidate will be expected to work closely with other deputies assigned to represent natural resource clients.

**POSITION CHARACTERISTICS:** The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with other deputies as both a team leader and a team member. The individual will have analytical, legal research and writing skills, fully developed public speaking ability, knowledge of federal and state natural resource and water law programs and associated laws, regulations and administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers. Representation includes litigation, appellate work, a wide array of transactional work, personnel advice and litigation.

## **QUALIFICATIONS**

**KNOWLEDGE REQUIRED:** The position requires a willingness to develop knowledge of substantive natural resource and water law and regulations as well as civil procedure and evidence in state and federal courts at the trial and appellate levels. Knowledge of state personnel laws and procedures, contracting requirements, Open Meeting Law, powers and duties of the State Attorney General, legislative processes, and ethics is required. Computer usage skill for research, document preparation and timekeeping is required.

### **SKILLS REQUIRED:**

Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex natural resource and water law issues and their associated legal problems as well as the ability to apply general legal principles to resolve problems and issues. Applicants must be highly professional, well-organized, self-motivated, and able to manage their time effectively. Applicants must have strong interpersonal and people skills and be able to effectively handle a wide range of diverse personalities, attitudes and styles.

### **PHYSICAL DEMANDS:**

This position requires mobility to work in a typical office setting and use standard office equipment, including computers. It requires travel to client offices and courts in various parts of Nevada and outside the state. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in a clear and understandable manner, and to hear and respond to communications. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

### **EDUCATION AND EXPERIENCE:**

Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The appointee may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

**INTERESTED APPLICANTS** should send their letter of interest and resume by way of e-mail, fax or regular mail to:

Chief Deputy Attorney General Marta Adams  
Nevada Attorney General's Office  
100 N. Carson Street  
Carson City, Nevada 89701

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Fax: 775-684-1108

Email: [madams@ag.nv.gov](mailto:madams@ag.nv.gov)

Please submit the foregoing no later than close of business on Wednesday, **January 23, 2013**.

The Attorney General's Office is an Equal Opportunity Employer.